Civil Works Program and Budget Cycle - Defense of President's Budget - PROC7040

Scope

This process provides guidance for preparation of Congressional member facts sheets and testimony before Congress of the budget for the U.S. Army Corps of Engineers Civil Works program.

Policy

***EC 11-2-18x, Army Programs - Corps of Engineers Civil Works Direct Program - Program Development Guidance** [http://www.usace.army.mil/inet/usace-docs/eng-circulars/ec-cw.html]*
(Note: The EC increases by one number each fiscal year. The EC includes a list of all applicable public laws, Executive orders, Army regulations, Engineer Regulations, Engineer Pamphlets, Engineer Manuals, and other policy guidance relevant to the budget year under development.)

ER 5-1-11, U. S. Army Corps of Engineers Business Process
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 11-2-201, Civil Works Activities – Funding, Work Allowances, and Reprogramming
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er11-2-201/entire.pdf]

ER 11-2-220, Civil Works Activities – General Investigations Response: Accepted.

ER 11-2-240, Civil Works Activities – Construction, General Response: Accepted.

Responsibility

The Chief of Engineers is responsible for testifying before the House and Senate Appropriation sub-committee hearings.

The Program Manager (PgM) is responsible for

- Integrating and developing the Civil Works annual budget request

- Preparing budget testimony

- Interfacing with Congressional committees

- Issuing program/project management policy and guidance

- Monitoring program management and performance

System References

Activity/Schedule Development – PROC2030[PROC2030]

CEMRS Home Page[http://www.usace.army.mil/inet/functions/rm/manpower/requirements/]

Civil Works O&M Automated Budget System (ABS) Home Page[http://www.cecer.army.mil/abs/default.asp]

Civil Works Program and Budget Cycle – PROC7000[PROC7000]

Civil Works Program and Budget Cycle – Capability Budget Development – PROC7010[PROC7010]

Civil Works Program and Budget Cycle – President's Budget and OMB Submission – PROC7020[PROC7020]

Civil Works Program and Budget Cycle – Submission of President's Budget to Congress – PROC7030[PROC7030]

Civil Works Program and Budget Cycle - Continuing Resolution Authority and Allotment – PROC7050[PROC7050]

Initiating a Project in P2 – PROC1030[PROC1030]

Operating Budget – PROC6001[PROC6001]

PMP/PgMP Content – REF8005[REF8005]

Resource Estimate Development – PROC2040[PROC2040]

Distribution

Chief of Engineers[*]

District Program Analyst

District Program Manager (PgM)[*]

District Project Manager

Headquarters (HQUSACE) Program Manager (PgM)[*]

Major Subordinate Command (MSC) Program Manager (PgM)[*]

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

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PROC70

Activity Preface

This process runs concurrently with the PDT processes. The level of detail defined in *PMP/PgMP Content – REF8005[REF8005]* will provide guidance for such items as activity/resource estimate development (refer to *Activity/Schedule Development – PROC2030[PROC2030]*, and *Resource Estimate Development – PROC2040[PROC2040]*.)

Note: Items 10-14 below were copied from PROC 7030**. *Response: Accepted.***

District Program Manager (PgM)

10. Develop Questions and Answers (Q&A's) to address Congressional issues/questions for all studies and projects in coordination with District staff, MSC and HQUSACE.

11. Complete online issues of interest, Q&A, maps, pictures, presentations, etc.

Project Review Board (PRB)

12. Review and approve testimony preparedness review for proposed projects and studies.

District Program Manager (PgM)

13. Finalize and notify MSC of **testimony preparedness** document completion.

- Deliver budget books to MSC.

14. Hold testimony preparedness review.

   During this time, the President's Budget may be released.

Chief of Engineers

1. Testify before House and Senate Appropriation sub-committee hearings on President's budget request.

   a. **MSC Commanders participate and are prepared to respond to questions**. Response: Accepted.

Headquarters (HQUSACE) Program Manager (PgM)

Provide Congressional hearing questions to the MSC Response: See reworded master document.

Review transcript of Congressional hearings.

MSC Program Manager

Provide questions to District Program Manager.

District Program Manager

Provide responses to MSC Program Manager.

MSC Program Manager

Reviews District responses and provides to HQUSACE Program Manager.

Headquarters (HQUSACE) Program Manager (PgM)

Review MSC responses.

Provide transcript, responses to questions and other information to the Appropriations Subcommittee Staff.

End of Activity.

NEW PROCESSES NEEDED (PROC 7045) or add to front end of PROC 7050.

Members List Fact Sheets – PROC 7045

We realize that an earlier version of the CBP had this as a separate process – however, this version did not contain this process. Recommend that the process be added in separately again with the following steps. Response: Rejected, covered adequately by this process. See reworded master document.

2.   Provide requests for Congressional member fact sheets to MSCs and responsible Districts

District Program Manager (PgM)

3.   Prepare Congressional member fact sheets, in coordination with PM, for Congressional members' requests to HQUSACE for submission to the Sub-Committee.

- Accomplished by completing online form, 90% from P2, remainder in narrative text.

4.   Notify MSC when Congressional member fact sheets are completed.

Major Subordinate Command (MSC) Program Manager (PgM)

5.   Perform quality assurance and approve Congressional member fact sheets.

If approved, goto task #8. Otherwise, goto task #6.

District Program Manager (PgM)

6. Revise Congressional member fact sheet based on MSC feedback.

7. Notify MSC when Congressional Members' fact sheets are completed.

Major Subordinate Command (MSC) Program Manager (PgM)

8. Notify HQUSACE when Congressional Members' fact sheets are completed.

Headquarters (HQUSACE) Program Manager (PgM)

9. Perform quality assurance and approve Congressional member fact sheets.

If approved, goto task #10. Otherwise, goto task #6.

10. Submit fact sheets electronically to Congressional subcommittees.

End of activity.